



WILD**FIRE**

RURAL & INDIGENOUS HEALTH CLUB

Position Descriptions **2016 Council Elections**

WILDFIRE Structure

Executive Council	Representatives	Officers	Subcommittees
<ul style="list-style-type: none">•President•Vice-President•Treasurer•Secretary	<ul style="list-style-type: none">•ATSI Junior Health•Promotions•Allied Health•Sponsorship•Liaison•Events Coordinator	<ul style="list-style-type: none">•IT•Publications	<ul style="list-style-type: none">•Clayton•Gippsland•Bendigo•Mildura•Peninsula•Parkville

Aims of **WILDFIRE**:

- Foster relations between all students and health professionals interested in rural and Indigenous health and culture;
- Facilitate discussion, action and reporting/research on all rural and Indigenous matters amongst the student body and with our affiliates;
- Develop and maintain a multi-disciplinary approach;
- Support students during their educational life span through their rural and Indigenous experiences;
- Encourage a long term commitment to living and working in rural areas of Australia;
- Promote the club's aims and objectives, collate and manage a member database and communicate with all members;
- Raise funds for events related to the above objectives.

President

Position Description	<ul style="list-style-type: none"> i. preside as chair over Council meetings, GMs, and handover procedures; ii. attend meetings of the C&S Council, vote in the interests of the club, and report outcomes to the Council (unless another delegate is nominated); iii. co-ordinate the activities of the Council; iv. represent the club, and act as its spokesperson, to the C&S Council, MSA, the University and other bodies, as appropriate (unless another delegate is nominated); v. submit reports to Council meetings, as appropriate; vi. submit an annual report to the AGM; vii. represent the club, and act as its spokesperson, to the NRHSN, providing reports where appropriate; and viii. ensure that the club has Council representative/s at NRHSN conferences and face-to-face meetings.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Chair monthly council meetings • Oversee organisation and ensure professionals of all events • Chair and report at OGM and AGMs
Main Relationships (Internal and External)	School of Rural Health Council members NRHSN
Hours/Week	3-4

Vice President

Position Description	<ul style="list-style-type: none"> (i) attend Council meetings and GMs, and handover procedures; preside as chair over Council meetings and GMs, in the absence of the President; (ii) assist the President in her/his duties; (iii) perform the duties of the President if that office is vacant; and (iv) perform other duties, as the Council may resolve.
Key Responsibilities/Events	Clinical Skills weekends Rural Wellbeing Weekend
Main Relationships (Internal and External)	President Other members of the exec Other rural health club council members

Hours/Week	1-2
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Secretary

Position Description	Organise Council meetings, maintain minutes, instruct subcommittees regarding attendance, ensure that Wildfire membership requirements are met and the database is updated, and liaise with <i>Clubs and Societies</i> .
Key Responsibilities/Events	<ul style="list-style-type: none"> • Act as chief Liaison person with <i>Clubs and Societies</i> at Clayton and instruct Clayton subcommittee in this regard • Prepare agendas and minutes for Wildfire Council meetings, and set meeting dates • Respond to inward correspondence from the club email and • Participate in the election process and AGM as required.
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • President and Exec • Events coordinator • Promotional officer • Clayton subcommittee • C&S
Hours/Week	2-3 per week; 5-6 on week of monthly Council meeting.

Treasurer

Position Description	Responsible for ensuring the financial viability of the club and ensuring the club runs smoothly financially
Key Responsibilities/Events	<ul style="list-style-type: none"> • Maintain financial books • Prepare budget for year for committee and presentation to the School of Rural Health • Prepare annual NRHSN Financial report • Monitor expenditure and income • Ensure invoices are paid, sponsorship is received, members are reimbursed • Liaise with events to organise event budgets • Update finance policies • Maintain financial transparency of club for all members
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Club Executive • Council members running events, subcommittee treasurers and presidents <ul style="list-style-type: none"> ○ Approval of budgets and records of final budgets • School of Rural Health WILDFIRE administrator <ul style="list-style-type: none"> ○ Reimbursement of members

	<ul style="list-style-type: none"> • Monash Research and Revenue Accounts <ul style="list-style-type: none"> ◦ Receiving income and paying invoices
Hours/Week	<ul style="list-style-type: none"> • Base level of at least 1-2hrs a week for maintaining and updating records • 2hrs/month of meetings • Requires monitoring of emails to approve budgets and reimbursement • Demands increase in periods of increased club activity and reporting periods • Requires work in November/December to prepare budget and submit NRHSN report (post-exams)

Promotional Officer

Position Description	Coordinate advertising campaigns for WILDFIRE events throughout the year, including maintaining the clubs website and social media accounts.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Create and implement strategic advertising for the club and its events throughout the year • Maintain WILDFIRE club: <ul style="list-style-type: none"> ◦ Website (wildfire.org) <ul style="list-style-type: none"> ▪ Particularly the news & events sections ◦ Facebook page (/wildfirerhc) <ul style="list-style-type: none"> ▪ Manage/ Create Facebook events ▪ Update posts ▪ Generating content i.e. ensuring events are photographed and finding relevant links/ news ◦ Other social media accounts (as you see fit) <ul style="list-style-type: none"> ▪ Twitter ▪ Instagram
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Publications Representative <ul style="list-style-type: none"> ◦ Creates advertising material & other publications for distribution • IT Representative <ul style="list-style-type: none"> ◦ Works on other aspects of the WILDFIRE website • Membership Representative <ul style="list-style-type: none"> ◦ Provides information on opportunities for members for distribution
Hours/Week	1-5 hours per week

IT Officer

Position Description	Provide ongoing IT support, technical expertise and assistance to assist WILDFIRE in achieving its goals.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Facilitate website and social media page development, including all non-promotional content and maintenance; • Assist with the electronic election process • Provide IT and audio-visual support as required
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Secretary • Publications officer • Promotions officer
Hours/Week	1-2 hour per week usually, unless working on major projects.

Sponsorship Representative

Position Description	Seek partnerships with organisations and companies of mutual interest in exchange for funds or goods & services.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Design a Sponsorship Prospectus to be distributed to partners, outlining the opportunities for sponsorship in the coming year • Liaise with existing partners to maintain and further existing relationships • Seek new partnerships with companies and organisations • Secure sponsorship funds and goods & services, such as prizes to facilitate the running of events • Communicate event information in a timely manner to sponsors, and be the primary point of contact between sponsors and event convenors • Liase with Events Coordinators, Subcommittees and other committee members to inform them of sponsorship responsibilities around events • Ensure that Wildfire upholds its obligations as per signed agreements with sponsors
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Treasurer • School of Rural Health (issuing of credits

	and invoices) <ul style="list-style-type: none"> • Promotions Coordinator • Events Coordinator • Any convenor of an event • Subcommittees
Hours/Week	1-5 hours per week when designing the Prospectus and around the time of sponsored events.

Liaison

Position Description	Provide the link between Wildfire members, the subcommittees, the council & other Monash health clubs.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Attend council meetings & GMs • Organise and facilitate the election and hand-over process of the Wildfire subcommittees • Provide assistance to the subcommittees throughout the year with the assistance of the executive • Liaise with all club members in all courses within the Faculty of Medicine, Nursing and Health Sciences regarding club activities • Liaise with other health clubs and committees within Monash University (MUMUS, Ignite etc), as required.
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Subcommittees • President & council members • External health groups
Hours/Week	1-2 hours, with slightly more time spent at the start of the year organizing subcommittee elections

Events Coordinator

Position Description	To oversee the coordination of all Wildfire events, coordinate and maintain an up-to-date calendar and to act as the first point-of-contact to all Wildfire council/subcommittee members regarding the coordination of events.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Attend council meetings, GMs and participate in handover procedures • Organise major council events, such as Annual Dinner, and other events as the council may resolve • Act as a first point-of-contact for all council/subcommittee members regarding events co-ordination

	<ul style="list-style-type: none"> • Liaise with the Secretary in order to arrange necessary room bookings • Liaise with other health clubs (i.e. MUMUS) and the faculty of Medicine, Nursing and Health Sciences in order to eliminate/minimise event clashes • Coordinate and maintain an “Events calendar” of all WILDFIRE events planned throughout their year in office, working with the Publications rep to publish a preliminary events calendar by February 1st. • Ensuring that Sponsorship requirements are met for each WILDFIRE event, working in conjunction with the Sponsorship Representative
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Council Executives • Sponsorship • Publications • Promotions • All Council/Subcommittee Members (Event Reports + Calendar Updates)
Hours/Week	2-3 hrs per week initially getting the preliminary calendar sorted and accessible. 1-2 hrs per week from there on, mainly spent liaising with various council/subcommittee members regarding room bookings, calendar updates and event reports.

ATSI Junior Health

Position Description	Assist in coordination of Indigenous events throughout the year. Work on new ideas and ways to improve advocacy of ATSI in health courses.
Key Responsibilities/Events	<ul style="list-style-type: none"> • Attend council meetings, GMs and participate in handover procedures • Assist the Senior ATSI Rep with responsibilities and assume this role in the proceeding year • Coordinate the Matthew Campbell Memorial Evening - Specifically advertising and liaising with the Clayton sub-committee • Assist with the organisation of Indigenous events, some of which include Close the Gap, Indigenous Mental Health First-Aid and Cultural Awareness training • Assist in facilitating additional events, activities or event related to Indigenous health
Main Relationships (Internal and External)	<ul style="list-style-type: none"> • Council Executives • Sponsorship • Publications • Promotions

	<ul style="list-style-type: none">• NRHSN representatives
Hours/Week	More hours with upcoming events. Working towards a more consistent role in 2015.